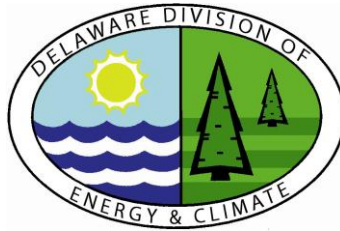


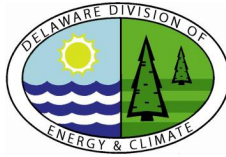
# **Green Energy Program Participating Contractor Application Form**

**Delaware Department of Natural Resources and Environmental Control  
Division of Energy & Climate  
1203 College Park Drive, Suite 101  
Dover, DE 19904**



**June 2012**

## 5.0 Participating Contractor Application



Please complete, sign and submit for consideration as a Delaware Program Participating Contractor.

### A-1 Contractor – Installer Information

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### A-2 Licensure:

License	Company Name	Date Effective	License Number
Delaware Business License ( <b>Copy Required</b> )			
Professional Electrician License (Copy Required for PV and Wind Installers)			
Professional Plumbing License (Copy Required for SWH Installers)			
Professional HVAC License (Copy Required for Geothermal Installers)			

## B. Company Information

B-1: Product(s) offered by installer. Installer training certificates must be attached to application for all technologies that are checked below:

- ☐ Photovoltaic
- ☐ Solar Water Heating
- ☐ Wind
- ☐ Geothermal
- ☐ Fuel Cell

B-2: Principal Sector:

- ☐ Residential Installation
- ☐ Commercial Installation

B-3: Brief History and Organizational Structure of Company

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Number of Years in Business: \_\_\_\_\_

Current Number of Employees: \_\_\_\_\_

Referring to section B1, detail how many systems of each technology selected that your company has installed in the last three years?

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How many systems do you currently service? \_\_\_\_\_

## C. Education, Experience and Licensure

C-1: Referring to section B1. List the installation training and/or certification programs the **Contractor** has attended and attach a copy of all certificates or other proof of training and examination. Contact the Green Energy Program Team to confirm whether a training course meets the program minimum requirements.

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam or Received Course Completion Certificate (Yes or No)

C-2: Referring to section A-2. List the installation training and/or certification programs the **Licensed Professional** (Master Electrician, Plumber, or HVAC Installer) has attended, and attach a copy of all certificates or other proof of training and examination. Contractors submitting applications that do not have evidence that the licensed professional has been trained in the technology to be installed will be automatically rejected. Licensed Professionals are required to attend hands-on training programs. Licensed Professional should check with the Division of Energy & Climate to confirm if a training course will meet the program requirements. No computer-based or online training programs will be accepted for the Licensed Professionals. NABCEP certification or IREC certified hands-on courses are preferred.

Renewable Energy System Training Program(s)	Dates Attended	Passed Exam (Yes, No, or n/a)

C-3: Date and location of the three most recently installed renewable energy systems. Contractors may leave this section blank if they are new contractors and have no installation history. Provisional Approval to install for the purpose of obtaining grants may be issued by the Green Energy Program Team if all other Participating Contractor requirements are met.

Location/Address of System	System Type	Date Installed

C-4: Provide three **written** references signed by the customers for each technology you are seeking approval to install that the State of Delaware is authorized to contact. The reference letter must include the customer's full name, address, phone number, and renewable energy system description and size. Contractors may leave this section blank if they are new contractors and have no installation history and provisional approval may be granted if all other application requirements are met. However, a company will not be listed on the Green Energy Program website until three customer references are submitted.

Customer Name, Address, Phone	Date of Installation	System Description Type & Size

**D: Statement of Commitment, Conduct and Legitimacy**

- ☐ I certify that I am a contractor in good standing and have a "Satisfactory Record" with the Better Business Bureau.
- ☐ I certify that I maintain at least a \$1 million General Liability Insurance Policy (attach insurance certification sheet).
- ☐ I certify that I maintain a Worker's Compensation Insurance Policy (only for contractors that employ installers, laborers, salespeople, administrators, etc.)
- ☐ I will ensure that all licenses, insurance, and education documentation as required by the Green Energy Program will be kept current and provided to the Green Energy Program Team as they are renewed.
- ☐ I will comply with federal, state, and local statutes, regulations and public ordinances of any nature governing the work.
- ☐ I will only use the licensed and trained professionals detailed in the application. If a new licensed professional is to be used I will ensure they meet the same training requirements as the previous contractor and as required by the Division of Energy & Climate, and will submit to the Division of Energy & Climate copies of the licensed professional's hands-on technology training certificates.

- ☐ I will obtain and maintain all required permits and licenses.
- ☐ I meet all the program eligibility requirements and agree to abide by all laws, rules, and regulations applicable to program participation.
- ☐ I will provide a full 5-year system warranty that will clearly state that the customer has labor and parts coverage for 5 years.
- ☐ I will notify the Green Energy Program Team if my business, for any reason, will discontinue participation in the Green Energy Program.
- ☐ I understand that failure to comply with the documentation requests of the Green Energy Program Team can result in suspension and/or termination from participation in the Green Energy Program.
- ☐ I certify that I have read Section D in its entirety and, if approved to be a participating contractor, will follow the guidelines outlined in this document.

#### **E. Signature**

I certify that all the information provided above is accurate and truthful. I agree to comply with the guidelines above and all Green Energy Program Regulations. I hereby apply to be a Participating Contractor in the Delaware Green Energy Program.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
**Applicant**

#### **Required Attachments\*:**

- 1. Copy of State of Delaware Business License**
- 2. Copy of State of Delaware Professional License(s)**
- 3. Copy of General Liability Insurance and Statutory Worker's Compensation Certificate**
- 4. Copy of contractor's training certificates or other proof of training**
- 5. Copy of licensed professional's training certificates or other proof of training**

*\*Failure to supply these documents will result in a delay of approval or rejection of application.*

Please mail this completed form and all required attachments to:

**Division of Energy & Climate  
 Green Energy Program Manager  
 1203 College Park Drive, Suite 101  
 Dover, DE 19904**

**Notes:**

- 1. All new companies without references or job history must at least have proper training and licensure in order to install systems under any of the Green Energy Programs. Your company will not be listed on the Green Energy Program website until at least three installations have been completed and three customer references have been submitted to the Green Energy Program Team. These installations may not include any installs at your company's business, for company employees, or for employees' family members.**
- 2. The Green Energy Program Team recommends scheduling a meeting with the Program Manager to discuss how to correctly submit grant applications.**
- 3. In order to be listed as a Delaware Participating Contractor a company must have a physical business address in Delaware. Personal addresses or post office boxes without a physical address business address will not be accepted. Failure to comply with the requirement above may result in suspension and/or dismissal as a contractor participating with the Green Energy Program.**
- 4. Contractors requesting approval to install renewable energy technologies for which they were not previously approved must submit a Green Energy Program Participating Contractor Supplemental Application Form and training documentation in order to be approved. Please note three written references must be provided in order to be listed on the Green Energy Program website.**
- 5. Please feel free to provide additional pages to this application in the event that the designated response areas do not provide enough space.**